smallPay SYSTEM USER MANUAL

smallPay SYSTEM SETUP

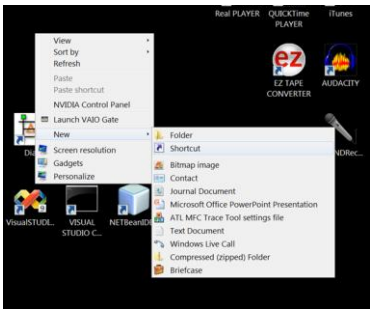
[It is normally expected that your PC comes pre-loaded with java, **OTHERWISE** it is **ABSOLUTELY NECESSARY** to have java installed on your PC in order to run both the new smallPay setup program and the new smallPay itself. If you are not sure we are more than happy and ready to do that for you. You can contact us via our website by clicking "CONTACT US" on the menu or emailing us at *info@datalanddesigns.com*]

SETTING UP smallPay TO RUN ON YOUR COMPUTER [AFTER DOWNLOAD]

***The smallPay Setup Wizard will not overwrite your previous new smallPay database.]**

1. DOUBLE-CLICK THE smallPayPackage.jar FILE WHEREVER YOU DOWNLOADED IT TO ON YOUR COMPUTER AND SIMPLY FOLLOW INSTRUCTIONS.

CREATING A SHORTCUT TO RUN smallPay FROM YOUR WINDOWS DESKTOP(on Windows Systems)



TO MAKE IT EASIER FOR YOU TO RUN THE SYSTEM, YOU ARE ADVISED TO CREATE A DESKTOP SHORTCUT. TO DO THIS,

1. CLICK THE RIGHT-MOUSE BUTTON ON ANY EMPTY SPACE ON YOUR DESKTOP SO THAT A LOCAL MENU APPEARS,
2. CHOOSE, "NEW" AND THEN CHOOSE "SHORTCUT",
3. STEP 2 WILL TAKE YOU TO A SCREEN WHERE YOU WILL BE ASKED TO "Type the location of the item".
   TYPE-IN THE FOLLOWING LINE OF TEXT

driveLetter on which smallPay resides:[\your FOLDER Name if any]\smallPay\dist\smallPay.jar

AND THEN CLICK "Next" AND THEN "Finish".

The section in blue is optional in the case where smallPay was installed to the root directory of a drive; e.g. if you installed smallPay to c:\ then you would just type c:\smallPay\dist\smallPay.jar

Another example; if installed smallPay to c:\LAZYOne then you **MUST** type c:\LAZYOne\smallPay\dist\smallPay.jar

RUNNING THE SYSTEM FOR THE FIRST TIME

[Most computers come pre-loaded with Java. One of the reasons for failing to run the new smallPay could be(but not limited to) the fact that your computer may not have Java. If you fail to run smallPay for any reason, don't hesitate to contact us, clearly specifying the messages your computer is giving.]

1.
WHEN YOU DOUBLE CLICK THE SHORTCUT WHICH YOU SETUP ABOVE, THE SYSTEM RUNS AND IF THIS IS THE FIRST TIME YOU ARE RUNNING THE SYSTEM, THE SYSTEM WILL ASK YOU TO CREATE A DATABASE. LET THE SYSTEM CREATE THE DATABASE BECAUSE WITHOUT IT YOU HAVE NOWHERE TO ENTER YOUR RECORDS. ONCE YOU CREATE THE DATABASE, THE SYSTEM MUST NEVER ASK YOU AGAIN UNLESS SOMEONE HAS TAMPERED WITH THE SYSTEM(EVEN IF YOU TRANSFER THE SYSTEM(INCLUDING THE DATABASE) TO ANOTHER COMPUTER BY COPYING IT, IT MUST NEVER ASK YOU AGAIN)

2.
AFTER CREATING THE DATABASE, THE SYSTEM ASKS YOU TO LOGIN. FOR THIS FIRST TIME, LOGIN AS USERNAME = supervisor and PASSWORD = stoporders.

3.
WHEN LOGGED IN YOU CAN SET UP TWO OTHER USERS OF YOUR CHOICE WHO YOU WANT TO USE THIS SYSTEM. YOU CAN ALSO CHANGE YOUR INITIAL SUPERVISOR PASSWORD TO A DIFFERENT ONE, BUT YOUR USERNAME MUST REMAIN AS supervisor or SUPERVISOR. NO OTHER USER WILL BE ALLOWED ANY USER NAME NEARER TO OR EXACTLY LIKE IT.

A. CORE SYSTEM FUNCTIONS

A.1

ENTERING, UPDATING AND DELETING YOUR SSB STOP ORDERS(OR DEDUCTION RECORDS)

THE SYSTEM ENABLES YOU TO ENTER NEW RECORDS, UPDATING AND DELETING RECORDS. IF A STOP ORDER RECORD HAS ASSOCIATED PAYMENT RECORDS, YOU WILL NOT BE ABLE TO DELETE THE STOP ORDER RECORD. TO BE ABLE TO DELETE SUCH A RECORD, THE PAYMENT RECORDS MUST BE DELETED FIRST.

[[NOTE: ONLY THE SUPERVISOR CAN DELETE RECORDS]]

A.2

CREATING YOUR SSB STOP ORDERS FILE

AS YOUR STOP ORDER RECORDS ARE IN ONE DATABASE, YOU HAVE TO DISTINGUISH WHICH ONES ARE TO BE WRITTEN TO DISK USING THE DATE WHEN THE RECORD WAS ENTERED. YOU DO NOT HAVE TO SELECT THE RECORDS ONE-BY-ONE BUT BY ENETERING THE "From" AND THE "To" DATES AND THEN CLICKING "WRITE To Disk", THE SYSTEM WILL SEARCH YOUR DATABASE FOR ALL RECORDS WHICH WERE CAPTURED BETWEEN THE DATES YOU SPECIFY. AT THE SAME TIME, THE SYSTEM WILL FORMAT THE RECORDS AND STRUCTURE THE FILE AS REQUIRED. WHEN FINISHED, THE SYSTEM CREATES A FILE NAMED SS<COMPANY PAYEE CODE>.INS. FOR EXAMPLE, IF YOUR COMPANY PAYEE CODE IS 12345, THE FILE WILL BE CALLED SSB12345.INS THIS FILE WILL BE WRITTEN TO \smallPay. YOU CAN THEN COPY THIS FILE ONTO ANY MEDIA AND SEND YOUR FILE TO THE SSB.

[[WARNING - YOU MUST NEVER CHANGE THE NAME OF THIS FILE]]

A.3

WHEN YOU RECEIVE YOUR PAYMENTS REPORT ON DISK

MAKE SURE YOU COPY YOUR SSB STOP ORDER PAYMENTS REPORT FILE TO \smallPay SINCE THIS SYSTEM WILL LOOK FOR IT THERE. WHEN YOU RECEIVE YOUR PAYMENTS REPORT FILE, IT SHOULD BE NAME DD<COMPANY PAYEE CODE>.DD1 THUS IF YOU COMPANY'S PAYEE CODE IS 12345, THE PAYMENTS REPORT YOU WILL RECEIVE WILL BE DD<12345>.DD1

CLICK ON "Read PAYMENTS Report" AND SYSTEM WILL SEARCH YOUR DATA BASE AND THE REPORT FOR MATCHING RECORDS AND IT WRITES THE APPROPRIATE INFORMATION TO YOUR PAYMENTS TABLE.

HERE IS HOW THE SYSTEM DOES IT.

1. THE SYSTEM CHECKS THE DATE WHEN THE REPORT FILE WAS CREATED AND YOUR COMPANY'S PAYEE CODE, ON THE PAYMENTS REPORT FILE. THE DATE IS NEEDED WHEN SEARCHING THE DATABASE AND WHEN WRITING TO THE PAYMENTS TABLE.
   THE COMPANY'S PAYEE CODE IS CHECKED TO MAKE SURE THE SYSTEM IS GOING TO READ A REPORT FOR THE CORRECT COMPANY.
   BOTH THESE CHECKS WILL ENSURE A VALID FILE IS BEING READ.
2. WHEN THE PHASE IN 1. IS DONE WITHOUT ANY PROBLEM, THE SYSTEM STARTS MAKING THE RECONCILIATIONS; IT READS A SINGLE RECORD(ITS E. C. No AND REF) IN THE DATABASE WHOSE PAYMENT PERIOD SPANS THE DATE ON WHICH THE PAYMENTS REPORT WAS CREATED (THAT IS, THE SYSTEM CONSIDERS ONLY THOSE RECORDS FROM WHICH PAYMENTS ARE EXPECTED). THE SYSTEM THEN SEARCHES THE PAYMENTS REPORT FILE FOR THE SAME E. C. No AND REF; IF IT FINDS A MATCHING RECORD, IT WRITE A "Y" IN THE PAID COLUMN OF THE PAYMENTS TABLE IN THE DATABASE, AS WELL AS THE MONTH AND YEAR FOR WHICH THE PAYMENT IS BEING REPORTED. THIS IS DONE FOR EACH RELEVANT RECORD UNTIL FINISHED, AND IF YOU HAVE THOUSANDS OF CLIENTS, THIS MAY TAKE A LITTLE WHILE BUT THE SPEED WILL DEPEND ON YOUR MACHINE AND THE NUMBER OF RECORDS IN YOUR DATABASE.

A.4

COMPANIES WITH REGULAR SUBSCRIPTIONS(CLUBS, COOPERATIVES, SOCIETIES AND THE LIKE)

REGULAR PAYMENTS USUALLY HAVE A LARGE NUMBER OF PEOPLE PAYING THE SAME AMOUNT OVER THE SAME PRERIOD. FOR EXAMPLE, IF YOUR CLUB HAS, SAY A VIP SCHEME WHEREBY EACH MEMBER HAS BEEN SUBSCRIBING $25 PER MONTH, AND THE CLUB HAS DECIDED TO RAISE THIS TO $30 PER MONTH FOR THE NEXT TWO YEARS. YOU WOULD THEN WISH THE SYSTEM TO REFLECT THESE CHANGES(AND IMPORTANTLY TO INFORM THE SSB OF THESE NEW CHANGES.
TO EFFECT THESE NEW CHANGES,

1. ENTER THE "START Date", "STOP Date" Dates, AND THE NEW AMOUNT($30),
   [[YOU MAY SPECIFY A Date OF Capture]]
2. CLICK ON "BULK AMOUNT Changes" AND ENTER THE OLD AMOUNT TO BE CHANGED,

THE SYSTEM WILL THEN SEARCH YOUR DATABASE AND UPDATES ALL THOSE RECORDS WHOSE AMOUNTS MATCH THE OLD AMOUNT AND CHANGES THE "START Date", "STOP Date" Dates AND THE OLD AMOUNTS TO THE NEW DATES AND THE NEW AMOUNT, AT THE SAME TIME CHANGING THE TRANSACTION TYPE FOR EACH RECORD TO "C"(FOR CHANGE).
YOU CAN THEN CREATE THE SSB STOP ORDER FILE IN THE NORMAL WAY AS DESCRIBED IN A.2

B. OTHER IMPORTANT SYSTEM FUNCTIONS

B.1 SEARCH

B.1.1

SEARCH FOR STOP ORDER RECORDS

YOU CAN SEARCH FOR STOP ORDER RECORDS USING EITHER EXACT MATCHING OR PATTERN MATCHING. TO USE EXACT MATCHING YOU MUST CLICK ON "SEARCH". TO USE PATTERN MATCHING YOU MUST CLICK ON "PATTERN SEARCH".
YOU CAN SEARCH ANY OF THE FIELDS IN THE DATABASE USING EXACT MATCHING BUT PATTERN MATCHING SEARCHES ARE RESTRICTED TO FIELDS THAT ACCOMODATE STRINGS ONLY.
TO MAKE A SEARCH, TYPE IN YOUR SEARCH CRITERIA IN THE RELEVANT FIELD, SELECT THE SAME FIELD NAME IN THE DROP-DOWN COMBO BOX AND CLICK "SEARCH" IF YOU WANT AN EXACT MATCH, CLICK "PATTERN SEARCH" IF YOU JUST WANT TO MATCH THE SEARCH PATTERN.
THE SEARCH RESULTS, IF FOUND, ARE SELECTED AND DISPLAYED IN THE NORMAL RECORDS VIEW PANE.

B.1.2

SEARCH FOR PAYMENT RECORDS

WHEN VIEWING PAYMENT RECORDS, YOU CAN DELETE(IF LOGGED IN AS SUPERVISOR) AND SEARCH FOR PAYMENTS RECORDS AND LIST THEM. YOU CAN USE MONTH, PAYMENT INDICATOR("Y"[For YES] OR "N"[For No]) AND TRANSACTION TYPE AS SEARCH CRITERIA TO SEARCH FOR PAYMENT RECORDS.

B.2

DATABASE BACKUPS

THE SYSTEM ALLOWS YOU TO MAKE BACKUPS OF YOUR DATABASE AT ANY TIME. WHEN YOU MAKE A BACKUP THE SYSTEM MAKES A BACKUP OF YOUR DATABASE INTO THE FOLDER smallPay\DBBACKUPS AND WILL BE NAMED USERDBBAK[YYYMMDDHHMM]; FOR EXAMPLE IF YOU MAKE A BACKUP ON 22 AUGUST 2010 AT 08:38 YOUR BACKUP WILL BE NAMED USERdBBAK[201008220838].
IF THE BACKUP IS MADE BY THE SYSTEM AT STARTUP, THE BACKUP WILL BE NAMED STARTUPdBBAK[YYYMMDDHHMM].
TO RECOVER THIS BACKUP YOU NEED TO PLACE IT IN \smallPay\derby AND RENAME THE FOLDER TO SSBSOdB.